



SITE PLAN CHECKLIST

Summary Submittal Requirements

I. SUBMITTAL INSTRUCTIONS

Submit To: Durham City-County Planning Department

Submittal Deadlines: Due by 11:00 am on the deadline (see schedule below or online at http://www.durhamnc.gov/departments/planning/siteplan_submittal_sched.cfm) but may be submitted in advance. Late submittals received will be returned to the applicants or held until the next submittal deadline.

Submittal Format: All plans must be stapled and folded with a maximum sheet size of 36" x 48"

Incomplete Submittal: If a submittal is deemed incomplete for processing, the applicant will be notified by the end of business on the submittal deadline and the submittal will be returned to the applicant

For More Information: Contact Teri Danner, Planning Supervisor (teri.danner@durhamnc.gov), or another member of the Development Review Team. For projects within the Downtown Tier or any other Design District or Historic Districts Overlay, please contact Sara Young, Planning Supervisor (sara.young@durhamnc.gov), or another member of the Urban Design Team.

II. SUBMITTAL CONTENT

# of Copies	Submittals must contain the following components and must be complete:
1	<input type="checkbox"/> Site Plan/Preliminary Plat Application
1	<input type="checkbox"/> Check for review fee payable to "City of Durham" (see Section IV below),
22	<input type="checkbox"/> Site Plan, stapled in sets and folded
22	<input type="checkbox"/> Architectural elevations (for all non-industrial, non-residential buildings over 100 feet in length visible from a public street or adjacent residences, or as required by rezoning development plan) and parking plans for parking garages (include as part of plan set)
22	<input type="checkbox"/> Floor plan for places of worship, schools, and day cares (include as part of plan set)
2	<input type="checkbox"/> Landscape/Buffer Worksheets or Interactive Buffer Model
2 (or 3*)	<input type="checkbox"/> Stormwater calculations, including Stormwater Impact Analysis (SIA) or a sealed, signed letter from a Professional Engineer or Registered Landscape Architect
2 (or 3*)	<input type="checkbox"/> Nitrogen calculations, if applicable
2	<input type="checkbox"/> Stormwater checklist (sealed and signed) for the correct jurisdiction (or both)
2	<input type="checkbox"/> Cape Fear Impervious Transfer Checklist and documentation (as applicable)
2 (or 3*)	<input type="checkbox"/> FIRM panel map (legible with site drawn to scale)
2 (or 3*)	<input type="checkbox"/> USGS maps (legible with site drawn to scale)**
2 (or 3*)	<input type="checkbox"/> Soils Survey map (legible with site drawn to scale)**
3	<input type="checkbox"/> Stream delineations or permits (for ephemeral streams or stream intrusions)
3	<input type="checkbox"/> Traffic Impact Analysis (and correct fee paid)
3	<input type="checkbox"/> Special documentation and applications for any variations or payment in lieu
2	<input type="checkbox"/> Documentation of conservation subdivision pre-submittal and neighborhood meeting
1	<input type="checkbox"/> Waiver for plans with pending Development Plans and/or Annexation
10	<input type="checkbox"/> Design District Review Team Submittal, if applicable

*If the property will be annexed and is submitted as a County case

**Print outs of the online versions of these maps are not accepted

III. OTHER CONCURRENT SUBMITTALS

Site plans will not be processed beyond the first review cycle until any required concurrent submittals have been made, as applicable. For information on other required concurrent submittals contact:

Appearance Commission	Anne Kramer, Planner (anne.kramer@durhamnc.gov)
Board of Adjustment	Michael Stock, Senior Planner (michael.stock@durhamnc.gov)
Downtown or Within Design Districts	Sara Young, Planning Supervisor (sara.young@durhamnc.gov)
Historic Preservation Commission	Lisa Miller, Planner (lisa.miller@durhamnc.gov)

IV. FEE SCHEDULE (Effective July 1, 2009)

Major Site Plan (UDO Section 3.7.1B.3)	\$4000 + \$25/1000 SF GFA or \$25/lot or \$25/unit + 4% technology surcharge (+ \$90 letter notification per jurisdiction if applicable)
Minor Site Plan (UDO Section 3.7.1B.2)	\$3500 + \$25/1000 SF GFA or \$25/lot or \$25/unit + 4% technology surcharge
Simplified Site Plan – Large (UDO Section 3.7.1B.1)	\$2500 + \$25/1000 SF GFA or \$25/lot or \$25/unit + 4% technology surcharge
Simplified Site Plan - Small	Use the Small Simplified Site Plan Summary Submittal Requirements
Administrative Site Plan	Use the Administrative Site Plan Summary Submittal Requirements
Preliminary Plats (UDO Section 3.6.7)	\$3400 (or \$4000 for cluster or conservation subdivisions) + \$25/lot + 4% technology surcharge (+ \$90 notification for projects requiring governing body approval per jurisdiction if applicable)
Final Plats (UDO Sec. 3.6.8)	Use the Final and Exempt Plat Summary Submittal Requirements
Exempt Plats (UDO Sec. 3.6.2A)	
Re-review fees, if applicable	Half of original fee (no maximum) + 4% technology surcharge, applicable after 1st re-review
Floodplain Development Permits	Small (no flood study or governing body approval) = \$156 total fee
	Large (flood study and/or governing body approval required) = \$520 total fee

Note: Other departments may have review fees that are payable directly to them.

V. 2009-2010 SUBMITTAL SCHEDULE

Submittal Deadline (11 AM)	Comments to Applicant (5:00 PM)	Submittal Deadline (11 AM)	Comments to Applicant (5:00 PM)	Submittal Deadline (11 AM)	Comments to Applicant (5:00 PM)
November 23*	December 16*	April 8	May 5	August 26	September 22
December 10	January 6	April 29	May 26	September 9	October 6
December 31	January 27, 2010	May 13	June 9	September 23	October 20
January 14	February 10	May 27	June 23	October 7	November 3
January 28	February 24	June 10	July 7	October 28	November 24
February 11	March 10	June 24	July 21	November 11	December 8
February 25	March 24	July 8	August 4	November 24*	December 22
March 11	April 7	July 29	August 25	December 9	January 5, 2011
March 25	April 21	August 12	September 8	December 30	January 26

VI. SUMMARY CHECKLIST

Site Plans must contain the following elements and information:

Cover Sheet

- ☐ Vicinity map with north arrow
- ☐ Stamping area (lower right corner; SP – 6" x 6" / PP - 6" x 6")
- ☐ Overall development map (if part of larger project)
- ☐ Site data table
- ☐ "General Conditions of Approval" box (for standard notes)
- ☐ "Special Conditions of Approval" box
- ☐ "Public Works Conditions of Approval" box
- ☐ "Revisions to Approved Plans" box for amendments (listing changes from previously approved plan)
- ☐ List of committed elements (from rezoning development plan), if applicable
- ☐ List of design guidelines (from rezoning development plan), if applicable

Existing Conditions (on site and within 100 feet of boundaries) - Recent survey recommended

- ☐ Metes and bounds property boundary with north arrow and graphic scale
- ☐ Property lines of adjacent properties
- ☐ Setbacks/ build-to lines
- ☐ Tier, base and overlay zoning districts (of site and adjacent properties)
- ☐ Land use (of site and adjacent properties)
- ☐ Adjacent property owners
- ☐ Adjacent streets (name and ROW width)
- ☐ Site size
- ☐ Area to be developed
- ☐ Building footprint(s) with square footage
- ☐ Built improvements (loading areas, parking, driveways, alleys, streets, sidewalks)
- ☐ Septic tanks, drain fields, wells, hydrants, water meters, etc.
- ☐ Culverts (other subsurface features)
- ☐ Utility easements (type, size and elevation)
- ☐ Railroads
- ☐ Cemeteries
- ☐ Open space or common areas (including easements)
- ☐ Topographic contours (2' intervals within 100' of developed area; 5' elsewhere)
- ☐ Water features (name and location)
- ☐ Specimen tree survey
- ☐ Flood hazard areas (with BFE labeled with correct FIRM panel number and date) – field located if near proposed development
- ☐ Stream buffers, drainage ways, wetlands and wetland buffers with setbacks
- ☐ Vegetation (with general description and location)
- ☐ Rock outcrops
- ☐ Steep slopes
- ☐ Durham Natural Inventory sites
- ☐ Durham Historic Inventory sites
- ☐ Conditions from previous approvals

VII. SUMMARY CHECKLIST (Continued)**Proposed Conditions – Site Plan**

- ☐ Setbacks/build-to lines
- ☐ New property lines with north arrow and graphic scale
- ☐ Flood hazard areas (with BFE labeled with correct FIRM panel number and date) (field located)
- ☐ Building footprint(s) with square footage, height, number of stories, and entries
- ☐ Driveways, stacking spaces, and parking areas (with number of spaces per bay, space size and pavement type labeled)
- ☐ Bicycle parking (with rack details)
- ☐ Sight distance triangles (dimensioned)
- ☐ Sidewalks, walkways, and trails (or payment in lieu request or alternate sidewalk)
- ☐ Loading, storage, and service areas (with required screening)
- ☐ Trash handling and recycling facilities (with required screening and details)
- ☐ Connectivity ratio analysis, if applicable
- ☐ New streets (labeled)
- ☐ Utilities (existing and proposed) (above ground utilities to be screened, with details)
- ☐ Parking calculations (vehicle, handicapped, and bicycle)
- ☐ Open space and greenways (dedicated or reserved)
- ☐ Proposed sign or flagpole locations
- ☐ Other site features unique to proposed use

Proposed Conditions – Grading Plan

- ☐ Limits of land disturbance
- ☐ Grading (contours at 2' intervals within 100' of developed area; 5' elsewhere)
- ☐ Structural improvements with finished floor elevations
- ☐ Stream buffers (with type labeled) with setbacks
- ☐ Impervious surfaces (label and provide calculations)
- ☐ Vegetation types and locations
- ☐ Tree protection fencing with details and standard notes
- ☐ Land disturbance tree survey
- ☐ Root protection zones
- ☐ Retaining walls labeled with top and bottom of wall, with details
- ☐ Stormwater ponds, bioretention facilities, etc.

Proposed Conditions – Utility Plan

- ☐ All utilities (shown underground)
- ☐ Above-ground utilities and equipment (screened and with details)

Proposed Conditions – Lighting Plan

- ☐ Pole mounted fixture locations and details (with height labeled to top of fixture)
- ☐ Building mounted fixture locations
- ☐ Standard notes

Proposed Conditions – Architectural Drawings

- ☐ Building elevations (if needed to show compliance with development plan design guidelines or to demonstrate compliance with UDO Section 7.3.1)
- ☐ Parking structure floor plan layout
- ☐ Floor plans for places of worship (showing square footage of assembly areas), schools (showing square footage of administrative spaces and number of classrooms) or daycares (showing square footage of indoor play areas)

VIII. SUMMARY CHECKLIST (Continued)**Proposed Conditions – Landscape Plan**

- ☐ Tree coverage calculations and areas, if applicable
- ☐ Existing vegetation to remain
- ☐ Proposed landscaping (meeting minimum size and species mixing requirements)
- ☐ Plant list (keyed to plan)
- ☐ Landscape buffers (labeled with slope, required opacity, width and required plantings)
- ☐ Stream buffers (with 10 foot no-build setbacks)
- ☐ Samples of existing vegetation in required buffers (with root protection zones)
- ☐ Street trees (with calculations)
- ☐ Screening (with height, details, cross-sections, etc.)
- ☐ Lighting, water, sewer, storm drainage systems, and easements to check for conflicts
- ☐ Planting details (for trees, shrubs, and groundcover)
- ☐ Fences and wall (with details)

IX. ADDITIONAL REQUIREMENTS FOR PRELIMINARY PLATS

Site Plans that are also Preliminary Plats must contain the following, as applicable:

- ☐ Proposed street names
- ☐ Mass grading buffers
- ☐ Detail of proposed lot layout (showing setbacks/build-to)
- ☐ Proposed lot sizes
- ☐ Maximum area of impervious surface (per lot)
- ☐ Location and amount of all proposed open space areas, including usable open space, if required
- ☐ Note that open space will be dedicated to the homeowners association (or other approved entity per Section 7.2.6)
- ☐ Conservation subdivision -- submit a site analysis map showing primary and secondary conservation areas prior to pre-submittal conference and as part of existing conditions sheet
- ☐ A pre-submittal conference and neighborhood meeting are required prior to submittal of conservation subdivisions (and record of the meetings to be submitted as part of application)

VII. SUBSTITUTE REQUIREMENTS FOR AMENDMENTS TO EXISTING SITE PLANS

Site Plans that are also amendments must contain the following elements and information at a minimum, but will need to be justified if they do not include upgrades to the entire site. See below.

- ☐ Provide an overall context plan of the larger site showing area of proposed development
- ☐ On a detailed plan show existing features, buildings, and elements that are within 50 feet of the proposed development (recent survey recommended)
- ☐ Update any site data, including parking calculations, building square footages, etc.
- ☐ Provide documented history of impervious surfaces, with dates installed, in order to determine requirements
- ☐ Provide tree coverage somewhere on site equal to the required percentage based on the proposed development
- ☐ Document determination of whether or not a Traffic Impact Analysis or Stormwater Impact Analysis is required
- ☐ Cost proportionality of sidewalk may be requested or determination of rational nexus of proposed improvements to need for new sidewalks on site or within public right of way
- ☐ Provide written justification for the scope of work if it does not include upgrading all landscaping (including but not limited to buffers, VUA landscaping, etc.), lighting, parking (including bicycle parking), sidewalks (internal and external), trash or service areas, etc. with basis for rational nexus argument